



**APPROVED MINUTES**  
**SUNNYVALE HOUSING & HUMAN SERVICES**  
**COMMISSION**  
**FEBRUARY 28, 2007**

The Housing & Human Services Commission met in a regular session in the West Conference Room at 456 W. Olive Ave., Sunnyvale City Hall, Sunnyvale, CA 94086 on February 28, 2007 at 7:05 p.m. with Chair Timothy Persyn presiding.

**ROLL CALL**

**Commission Members Present:** Chair Timothy Persyn, Commissioners Ann Andersen, Micki Falk, Damon Kali, Charles Keeler, Patrick Meyering, Florence Tindle and Patricia Plant

**Commission Members Excused Absent:** None

**Commission Members Unexcused Absent:** None

**Staff:** Annabel Yurutucu, Housing Officer; Katrina Ardina, Housing Programs Analyst; Victoria Chambers, Administrative Aide; and Jennifer Coile, Housing Consultant

**PUBLIC ANNOUNCEMENTS**

None

**CONSENT CALENDAR**

**Approval of the Minutes**

Commissioner Kali made a motion to approve the Draft Minutes of January 24, 2007. Commissioner Andersen seconded.

Motion carried 7-0-1, with Commissioner Meyering abstaining.

**CITIZENS TO BE HEARD**

None.

**PUBLIC HEARINGS/GENERAL BUSINESS**

**A. Election of Vice Chair**

Commissioner Keeler nominated Commissioner Andersen for Vice Chair of the Commission. Commissioner Kali seconded the nomination.

Commissioner Meyering nominated Commissioner Falk for Vice Chair. Chair Persyn asked that discussion be paused until the Housing Officer could clarify the appropriate process.

Chair Persyn asked the Housing Officer what process should be followed for the nominations. Discussion ensued between the Chair and Housing Officer of the appropriate procedure.

Commissioner Meyering nominated Commissioner Falk for Vice Chair. Commissioner Tindle seconded the nomination.

The Commission proceeded to write the names of their preferred choices on a piece of paper and the Housing Officer collected the papers in an envelope.

The votes were read aloud and five votes were counted for Commissioner Andersen and three votes were counted for Commissioner Falk. By majority vote, Commissioner Andersen was voted as Vice Chair.

**B. Presentation of Senior Housing Solutions Housing Proposal by Bob Campbell, Executive Director of Senior Housing Solutions**

Bob Campbell introduced himself and presented the proposal for the acquisition of property to be developed as senior housing in Sunnyvale. He gave a background of the agency and stated how the funding would be used.

Funding is also being requested from agencies other than the City of Sunnyvale. The agency's most recent brochure was provided as a handout.

Mr. Campbell explained that affordable housing for seniors is scarce in Santa Clara County and ended his presentation stating that he would be happy to answer any questions.

Commissioner Falk asked if Senior Housing Solutions is already receiving funds from the City of Sunnyvale.

The Housing Officer clarified that the funding requested at the prior meeting was for Human Services (CDBG funds). The current request is for HOME funding of an acquisition project. The Housing Officer also clarified on specific areas of the proposal the Commission would make recommendations. The Commission had no further questions and Mr. Campbell left the meeting.

**C. Presentation of Santa Clara Valley Blind Center Capital Improvement Proposal by Kenneth Frasse, Executive Director of Santa Clara Valley Blind Center**

Kenneth Frasse made a presentation to receive CDBG funding for the Santa Clara Valley Blind Center. He stated national facts on blindness and gave information on what the Center does to help people suffering from vision loss, including therapeutic services, counseling, classes, and home teaching for people how to cook, clean, etc. in order to regain and maintain independence and to reenter society. 34% of seniors become institutionalized for various

reasons. SCVBC's services are free, and include meals for seniors (homebound), and help people access Outreach transit services.

200 people in Sunnyvale were served last year. 54 people is the goal for the next program year (full intake which complies with CDBG requirements). The SCVBC capital development project (has owned the building for 50 years). Started project in 2001, 85% done, SCVBC put in the bulk of the money, City of San Jose and City of Santa Clara have contributed. Santa Clara may not be able to fully support funding this year, which is why funding is being requested from Sunnyvale.

Stated that the agency is developing other strategies to maintain current funding and obtain additional funding.

Chair Persyn asked if any commissioners have questions.

The Housing Officer asked, for the benefit of the Commission, what the last phase of the development is. Mr. Frasse stated that it was the parking lots, pathways to the building and the roof. The entire interior renovation is complete. This is a \$700,000 project, of which an additional \$184,000 is needed. The agency received a \$68,000 commitment from the City of San Jose, a \$35,000 commitment from the City of Santa Clara, a \$10,000 commitment from the Center, and an additional \$30,000 from another source. About \$40,000 more is needed. The square footage is 10,000 square feet sitting on 1.3 acres. This is near Bascom Avenue. Center staff are concerned about the current condition of the parking lot and pathway that clients have to take to arrive at the Center. There were two falls last year, and these types of incidents pose liability issues.

The Housing Officer stated that Davis-Bacon Prevailing Wage Rates regulations may push up price of construction price, possibly as much as 20-30%.

Chair Persyn asked from where the funding is taken. The Housing Officer stated that it is taken from the current year grant budget, and not Public Services funding.

The Commission had no further comments and the presenters left the meeting.

Commissioner Andersen asked for clarification on the funding allocated to Mid-Peninsula Housing Coalition. The Housing Officer stated that the funds were from the City Housing Fund, an account separate from the CDBG funding. She further explained that the fees were collected from various industrial developments.

Chair Persyn asked if there were further questions or comments on this agenda items. There were none. The Commission took a break at 8:49 PM and commenced again at 8:52 PM.

#### **D. Discussion of Staff Technical Review of Proposals**

The Commissioners were given an evaluation summary form for recommended agency funding allocations.

The Housing Officer stated the funding allocation letter from HUD should be received this week. The grant may be slightly lower, and, therefore, the amount for Public Services may be lower than the estimated \$271,000.

The Housing Officer read portions of the Human Services Policy to explain the process to the Commission.

Chair Persyn stated that the commission will make recommendations to the City Manager and Council for allocation of available CDBG funds to outside group agencies according to the Human Services Policy. He noted that the policy states that the Commission may recommend the City Manager and City Council, applications where a significant need will remain unmet even if Council allocates CDBG funds as recommended. He continued to state that the City Manager may recommend, and the City Council may provide supplemental funding from the annual operating (annual fund) budget. Discussion ensued between Chair Persyn and the Housing Officer.

Commissioner Keeler asked if funding was supplemented with General Funds in excess of \$100,000. The Housing Officer stated that it currently is; however, due to the policy change this would require specific Council actions.

Further discussion ensued of the process to be followed.

Staff informed the Commission that the India Community Center withdrew the Center's application for funding.

The Housing Officer noted the agencies which had deficiencies identified in the site audit. The first agency is Emergency Housing Consortium (EHC), as there were questioned costs noted in the audited financial statements.

Chair Persyn checked with the commissioners to ensure that they were looking at the City's audit form.

The agency operates the winter shelter (the Sunnyvale Armory), and this does not open until November. The 91% showing of the goal reached shouldn't indicate that goals will not be reached because meeting goals has not been a past problem with the agency.

Commissioner Plant stated that she was glad the differentiation was made between programmatic competency and administrative competency. She stated EHC is a fine organization which is doing a lot for the community.

Friends for Youth was discussed. They have experienced problems during the last few years recruiting mentors. Staff organized an outreach effort to assist the agency in making a presentation to staff and the agency is continuing to increase outreach efforts.

Live Oak Adult Day Services should be improving goals this year; the Housing Officer relayed a discussion with the Executive Director. An outreach plan has been created and has been implemented to increase numbers.

Second Harvest Food Bank did not reach all goals. The number of homebound seniors was not reached, but other goals are being reached and no other problems have been identified.

Commissioner Plant stated that the City should be helping the agency, as opposed to charging the agency for space rental. She emailed the council members about this matter and received only two responses. It seems that the City may not waive the fee.

Chair Persyn asked about Catholic Charities' Long-Term Care Ombudsman Program as there was a management letter. Housing Staff will gather information to provide to the Commission.

Commissioner Falk stated that the Council on Aging provides the Health Trust with funding. The agency is receiving funding from the Council on Aging, the USDA and other sources providing major amounts of funding.

The Housing Officer stated that Council on Aging may be supporting services outside of Sunnyvale needs. At the next meeting staff will have information for the Commission on the agency financial audit and sources of funding.

Commissioner Falk also asked why the India Community Center withdrew their application. The Housing Officer stated the reasons and further discussion ensued.

Chair Persyn asked if the Commission had further questions on this agenda item. There were no further questions.

#### **E. Discussion of Outside Group Funded Agencies and Review and Discussion of Work Plan**

The Housing Officer began stating various upcoming agenda items.

The meeting in April will need to be earlier as the report to Council and Action Plan is scheduled for May 8<sup>th</sup>. The City's process requires a three-week lead time, so the Commission must finalize recommendations earlier than the scheduled routine meeting, which requires that the meeting be rescheduled.

Commissioner Falk would like Project Sentinel to make a presentation to the Commission. She later stated that she would be fine in making a site visit to the agency on a Monday or Friday in the afternoon. The Housing Officer stated that staff could set up a meeting with Project Sentinel staff. Commissioner Falk stated that Councilmember Swegles said he used to visit each agency when he was on the Commission. The Housing Officer was not aware that he was a Housing Commissioner.

#### **Commissioner Comments:**

Chair Persyn asked if Commissioner Meyering had a question about last night's meeting. Commissioner Meyering said that he was just inquiring if Chair Persyn had attended the meeting and what decision had been made about a particular agenda item. Chair Persyn

stated that he had not attended the meeting. Chair Persyn asked that staff modify the 2007 Work Plan to include presentations in June by Planning staff on the city's Mobil Home Park Conversion Ordinance and by Project Sentinel on the services they provide in Sunnyvale.

The Housing Officer did attend the 2/27/07 Council meeting and gave information on Council's decision. The Housing Officer stated that Council did not approve rezoning of the 51 acres that had been recommended to be zoned as R1.7. The rezone plan had been reduced.

**Staff Comments:**

The Housing Officer stated that escrow closed yesterday on the acquisition of the Mid-Peninsula Housing Coalition housing project at 662 Garland Avenue. Staff should receive the appraisal on the County site tomorrow. Staff's goal is to secure the air rights lease from the County this year.

April 9 – 15 is National CDBG Week, City and County-wide government staff are planning a large event in Sunnyvale likely in the downtown area at the Del Monte. The Commissioners will be invited for the breakfast event, including a bus-tour of new housing projects in Mountain View, Palo Alto, Sunnyvale and Santa Clara. As soon as the flyer is ready next week, the Commission will receive a copy as well as extra copies to distribute. Since National Community Development Association (NCDA) is lobbying for the CDBG funding to be doubled. The Housing Officer stated that this is a significant year to celebrate the accomplishments of CDBG.

**INFORMATION ONLY ITEMS**

None.

**ADJOURNMENT**

Chair Persyn adjourned the meeting at 9:02 PM.

Respectfully submitted,

Annabel Yurutucu  
Housing Officer